



CITY OF HAMPTON
Parks & Recreation
Special Event Permit Application



Return to: Department of Parks & Recreation
22 Lincoln Street,
Hampton, VA 23669

Attn: Cyndi Masterstaff
Phone: (757) 727-6348
Fax: (757) 727-8313

Thank you for your interest in hosting an outdoor event throughout the City of Hampton. Any event that takes place on public property within the jurisdiction of the City of Hampton and is open to the public requires a "Special Event Permit." The information requested by the Special Event Permit Application will be used to determine your eligibility for the permit requested.

This application must be fully completed, signed and forwarded to the City of Hampton, Parks & Recreation Department at least ninety (90) business days prior to the first day of the event. Applications will not be considered without all the proper information, forms and fees. Please keep a copy of this application for your records. Evidence of insurance will be required before final permit approval can be made (*see page 5 of this application for Insurance Requirement details*). If approved, a finalized signed copy of the application, as well as your event permit, will be issued.

There is a \$50 non-refundable application fee before processing. Please make check/money order payable to the City of Hampton. **Additional fees may be applicable for cost recovery or other permits depending on your event. More information on fees, including the requirement to pay all fees due to the City prior to your event, can be found in the attached Application Agreement.**

In addition to obtaining a Special Event Permit, you may also be required to obtain separate permits for activities including, but not limited to: vending, food and/or alcohol service, and/or other government agencies. While the City of Hampton, Parks & Recreation department will be happy to assist you with contact information, it is wholly your responsibility to obtain all permits and insurance required for your event.

Please note: This application is not your Special Event Permit. Arrangements for your event should not be finalized until you receive a copy of this application fully executed from the Parks & Recreation Department. Once all requirements have been met, a special event permit will be mailed. Under no circumstances may you hold your event without a Special Event Permit.

Applicant Name (printed)

Applicant Signature

Date

HPR Representative Name (printed)

HPR Representative Signature

Date

Office Use Only: Date Application Received _____	Approved: <input type="checkbox"/> Yes	<input type="checkbox"/> No
Date Insurance Received _____	Date Fee Received _____	
Amount Received _____	Permit # _____	Check # _____
Is this event city sponsored (City contribution is greater than 50% of income generated?) Y N		



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Special Event Permit Application



ALL SECTIONS MUST BE FILLED OUT COMPLETELY

Permit Fee: Non-refundable \$50 per event payable to: City of Hampton

22 Lincoln Street Hampton, VA 23669 Phone: (757) 727-6348 Fax: (757) 727-8313

APPLICANT / ORGANIZATION INFORMATION Date of Application: _____

Applicant's Name: _____

Name of Organization: _____

Organization Mailing Address: _____ City: _____

State: _____ Zip: _____ Phone: _____ Fax: _____

Email: _____ Website: _____

➤ **On-Site** contact for Day of Event: _____

Phone: _____ Cell Phone: _____ Email: _____

This Contract made and entered into as of this ____ day of _____ 2013 by and between the City of Hampton, Virginia, a municipal corporation of the Commonwealth of Virginia, by and through the Hampton Department of Parks and Recreation, hereinafter referred to as the "City," and _____, a Virginia _____ (corporation, partnership or sole proprietorship), having a principal place of business at _____, hereinafter referred to as "Applicant/Organizer."

EVENT INFORMATION

Event Name: _____

Event Date(s): _____ Estimated Attendance: _____

Event Start Time: _____ Event End Time: _____

Event Location (be specific): _____

(If appropriate) Start Location: _____ End Location: _____

Route Location/Plan: _____

Set-Up times: ____ AM/PM - ____ AM/PM Breakdown times: ____ AM/PM - ____ AM/PM

Description and Purpose of Event: _____

- **Must** attach site plans, maps, or drawings, etc. that depicts the exact event area including the street boundaries; North, South, East & West.

Type of Event:

☐ Wedding Ceremony ☐ Parade/Walk/Run ☐ Festival/Fair
☐ Wedding Reception ☐ Picnic ☐ Private Event
☐ Concert ☐ Rally/Tribute
☐ Other (Please specify: _____)

EVENT INFORMATION

Please indicate whether the following items pertain to your event (please circle all those that apply):

Food/Retail Vending	Yes	No
Amplified Music/Sound	Yes	No
Street Closure or Sidewalk Use	Yes	No
Tents	Yes	No
Amusements/Rides	Yes	No
Vehicles/Trailers On-Site	Yes	No
Electricity Needed	Yes	No
Potable Water Needed	Yes	No
First Aid	Yes	No
Security	Yes	No
Dumpster Use	Yes	No
Portable Toilets/Wastewater Containers	Yes	No
Event Advertising/Signage	Yes	No
Portable / Mobile Stage (separate application is required)	Yes	No
Fireworks	Yes	No

If you have answered 'yes' to any of the previous questions please proceed to the equivalent section and describe.

If you have answered 'no' to all of the following questions please proceed to the Application Agreement (final page).

No Admission Fees

In no circumstances may **any** form of an admission fee be charged for entrance to an event. This includes, but is not limited to, mandatory donations or selling tickets for admission.

Food and Retail Vending

(A vendor is someone who is serving, selling, or sampling food, beverages or merchandise.)

Food: (Please check all that apply)

☐ Served Free ☐ Sold ☐ Catered ☐ Samples

☐ Prepared Outdoors (gas, electric, charcoal, other)

Total number of vendors: _____

Merchandise: ☐ Yes ☐ No Total number of vendors: _____

Description of vendors: _____

- *All Food Vendors must provide proof of insurance, and meet the requirements of the Commissioner of Revenue's Office, Health Department, and Fire Marshal.*
- *The certificate of insurance must show that a general liability policy is in place with limits of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate. The*

City of Hampton must be named as an additional insured on the COI. The COI must be accompanied by an endorsement to the general liability policy naming the City of Hampton as an additional insured. A copy of the certificate needs to be filed with the City of Hampton at least 2 weeks prior to the event date (see page 5 of this application for Insurance Requirement details).

- *A list of all Food & Merchandise vendors including contact information is required two week prior to event date to the Commission of Revenue's Office and the Health Department.*

Beverage: (Please check all that apply)

☐ Wine ☐ Beer ☐ Mixed Beverages
☐ Sold ☐ Served

- *All Alcohol Vendors must provide proof of insurance and meet the requirements of the Department of Alcoholic Beverage Control.*
- *The certificate of insurance must show that a general liability policy is in place with limits of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate. The City of Hampton must be named as an additional insured on the COI. The COI must be accompanied by an endorsement to the general liability policy naming the City of Hampton as an additional insured. A copy of the certificate needs to be filed with the City of Hampton at least 2 weeks prior to the event date (see page 5 of this application for Insurance Requirement details).*
- *All Events with alcohol are required to have Hampton Police Officers on-site during the event. The number of Officers required will be based upon anticipated event attendance or as deemed appropriate by City Staff. Please contact the Hampton Police Department to make these arrangements (see page 4 of this application).*

Amplified Music/Sound

Please indicate the start time: _____ AM/PM to _____ AM/PM

Sound Check Time: _____ AM/PM

- *Security deposit will **NOT** be refunded if applicant plays any music that, in the sole discretion contains obscenity or fails to lower volume after being informed by Parks and Recreation staff or the Hampton Police Department)*

Street Closures/Sidewalk Use

Please describe the reasons for a street closure or sidewalk use, include a map of the route if closure is needed for a parade/walk/run:

- *All street closures or sidewalk use require permission from the City of Hampton Police Department. All permit requests must be submitted at least sixty days prior to your event. (see page 4 of this application).*

Stages/Tents

How many stages will be set up? _____

Please list stage sizes:

Are you requesting the use of the mobile Stage for your event? ____ Yes ____ No

(Mobile Stage is only available during the months of March – December and requires a separate application and fee.)

How many tents will be set up? _____

What is the expected occupancy under tent: _____

Do you rent or own these tents? _____

If renting, from where? _____

Please list tent sizes:

- *The Virginia Uniform Statewide Building Code states that any tent or air-supported structure that covers an area over 900 square feet or that has an occupant load of over 50 persons, requires a*

building permit. (see page 4 of this application). Tents used for food preparation needs to meet Fire Department regulations.

Please attach a completed “proposed site plan” map.

Amusements/Rides

Please list the type of amusements/rides planned (to include inflatable devices) and where you are renting the equipment:

-
- *Inflatable amusement vendors must provide proof of insurance in the form of a certificate of insurance showing that a general liability policy is in place with limits of one million dollars (\$1,000,000) per occurrence and a two million dollar (\$2,000,000) aggregate as well as excess insurance in the amount of \$2,000,000). The City of Hampton must be named as an additional insured on the COI. The COI must be accompanied by an endorsement to the general liability policy naming the City of Hampton as an additional insured. A copy of the certificate needs to be filed with the City of Hampton at least 2 weeks prior to the event date (see page 5 of this application for Insurance Requirement details).*
 - *You must have at least one trained operator for each piece of rented equipment.*

Electricity and Water Access

The City of Hampton can provide access to multiple 120 volt power outlets as well as water at Mill Point Park, and Buckroe Beach Park. Generators for additional electrical needs may be needed for your event at these locations. Electricity may not be available at all event locations in the City of Hampton.

Will you be bringing in additional generators for electrical power? ____Yes ____No

If your electrical plans exceed the regular 120-volt power outlets, a City Electrician must remain on-site during your event (a three-hour minimum is required). There is an additional fee for this service (\$45.00 per hour).

Waste Disposal and Restrooms

You are responsible for your own trash disposal when using the venue. Additional trash receptacles are available for an additional fee. There are no restroom facilities available outside at many of our facilities. Rental of portable restrooms is required for all events. If restroom facilities are not sufficient for the anticipated or actual number of attendees, it is the sole responsibility of the applicant to furnish adequate restroom facilities.

Please describe your clean-up plan:

Please list your plan for restroom facilities:

Event Advertising and Signage

Event advertisements and signage may be placed within your event area ONLY. The City of Hampton does not allow the use of off-site signage. Please contact the Community Development Office – Land Development Services (LDS) Division at 757-728-2444 or visit the <http://hampton.gov/cdd/> for more information.

Please list your plan for event signage to include proposed locations of signage:

Insurance Requirements

Evidence of insurance is required before final permit approval can be made. The Applicant/Organizer must provide a Certificate of Insurance (COI) with an Endorsement which shows the following:

- General liability insurance with limits of one million dollars (\$1,000,000) per occurrence and a two million dollar (\$2,000,000) aggregate as well as excess insurance in the amount of \$2,000,000.
- The City of Hampton must be named as an additional insured on the COI. The COI must be accompanied by an endorsement to the general liability policy naming the City of Hampton as an additional insured.

Copies of the COI and Endorsement need to be filed with the City of Hampton at least 2 weeks prior to the event date. (see page 4 of this application) A copy should be faxed to 757-727-1470 (Risk Management) & 727-8313 (Parks & Rec.)

Hold Harmless/Indemnification

It is understood and agreed that Applicant hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Applicant, its subcontractors, agents or employees under or in connection with this Contract or the performance or failure to perform any work required by this Contract. Applicant agrees to indemnify and hold harmless the City and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this Contract, and (c) the performance of the work by Applicant or those for whom Applicant is legally liable. Upon written demand by the City, Applicant shall assume and defend at Applicant's sole expense any and all such suits or defense of claims made against the City, its agents, volunteers, servants, employees or officials.

Applicable Law and Venue

This Contract shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, this Contract shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

Applicant shall observe and comply with all laws, rules and regulations of the federal, state and city governments governing operations and conduct on City property.

Any and all suits for any claims or for any and every breach or dispute arising out of this Contract shall be maintained in the appropriate court of competent jurisdiction in the City of Hampton.

Non-Assignment

Applicant shall not assign its rights and duties under this agreement without the prior written consent of the City.

Termination with Cause

The City of Hampton reserves the right to revoke any permit at any time if the applicant or its users do not adhere to the rules and regulations governing the use of the property and deposit will be forfeited.

Event Cancellation

The City of Hampton reserves the right to shut down any event, upon no notice to the event organizer, in situations that threaten the public health, safety and welfare. Such situations include, but are not limited to, hurricanes, tropical storms, lightning storms, and other severe weather events, unruly or violent crowds, and crowds in excess of property capacity. City shall not issue any refunds if an event is cancelled pursuant to this section of this Agreement and will not be liable for any additional expenses incurred by the event organizer as a result of cancellation.

Modification

There may be no modification of this Contract, except in writing, executed by the authorized representatives of the City and Contractor.

FAITH-BASED NON DISCRIMINATION

THE CITY OF HAMPTON DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.

Site and Equipment Rental Fees

Any unbudgeted costs incurred by the City as a result of the event shall be accepted and paid in full (in advance, as applicable) by the sponsoring individual or organization. All rental and other determined fees must be paid at least thirty (30) business days prior to the event.

Hampton City Coded Ordinance No. 1352 Sec. 26.26.1

The following rental fees apply for usage of Facilities in Hampton:

Permittee (organization/applicant) shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permittee hereby expressly agrees to defend and save the City, its officers, agents, employees, and representatives harmless from any penalties for violation of any law ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages, or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents, and employees.

- (a) Special event fees are fees that cover the city's cost to provide basic support to special events held at city parks and other city outdoor facilities. This support includes, but is not limited to, monitoring and supervising the event, janitorial services, trash collection, utilities, and routine site restoration when the activity is over.
- (b) Event organizers are individuals or groups who sponsor or coordinate special outdoor events and activities in public parks and on public rights-of-way, which events and activities are open to the public.
- (c) Event organizers who conduct outdoor special events on public property, and whose event is open to the public, shall pay a "special event fee" for events held at Gosnold's Hope Park, Briarfield Park, Buckroe Park, Mill Point Park, Carousel Park, Buckroe Pier, pedestrian malls and streets.

(1)The following fees shall apply:

Fee	Gosnold's	Briarfield	Buckroe	Mill Point	Carousel	Buckroe Pier 1
Permit Fee	\$50	\$50	\$50	\$50	\$50	\$50
Rental Fee	\$500/day	\$500/day	\$500/day	\$250/day	\$250/day	\$250/day
Deposit	\$500	\$500	\$500	\$500	\$500	\$500
Staff Fee	\$160—\$350	\$160—\$350	\$160—\$350	\$160/day	\$160/day	\$160/day

(2)The staff fee is based on the following:

a. Up to five hundred (500) people per day	\$160
b. Five hundred one (501) to one thousand (1,000) people per day	\$350
c. Over one thousand (1,000) people per day	*The fee will be negotiated by the director or his designee based on projected usage and activities.

- (d) Events that would not require a "special event fee" are outdoor private activities on public property, which are not open to the public such as cookouts, weddings, invitation events, and city sponsored or co-sponsored events. Private activities not sponsored or co-sponsored by the city will still be required to pay the associated shelter or stage fee as required in this chapter. The Director of Parks and Recreation is authorized at his discretion to exempt certain events from paying the "special event fees".
- (e) All event organizers will be required to complete a "special event application" and pay a fifty dollar (\$50.00) application fee. In addition, a deposit in the amount of five hundred dollars (\$500.00) must accompany the application which sum shall be allocated if required to defray the costs of police supervision and any damage or cleanup operations occasioned by the use of the property. Any portion of the deposit not so allocated shall be refunded to the applicant thirty (30) days after the date of the event.
- (f) Applicants who obtain a "special event permit" pursuant to this section, will not be required to obtain a "live band permit" pursuant to section 26-28 of this chapter.

(Ord. No. 1352, 5-14-03; Ord. No. 1452, 12-14-06)

Event Security Deposit

A refundable security deposit of \$500.00 is due upon the approval of your event. This deposit will be used in the event of damage to the facility or grounds and/or extra clean up required.

Guidelines

All fees must be paid at least thirty (30) business days before the date of your event. Unpaid fees may result in the cancellation of your event. Checks or money orders should be made payable to the City of Hampton.

Fee Schedule:

Buckroe Beach Main Stage	\$500	\$_____
Buckroe Pier 1	\$250	\$_____
Buckroe Lot A <u>or</u> Lot B	\$250	\$_____
Mill Point Park	\$250	\$_____
Gosnold's Hope Park	\$500	\$_____
Carousel Park	\$250	\$_____
Mobile Stage	Non-Profit \$400/day	
	For-Profit \$700/ day	\$_____
PA System for Mobile Stage	\$60/day	\$_____
	plus \$25/hr. staff charge	
	Total hours_____ @ \$25	Total: \$_____
Staff Fee (*see pg 7)	Up to 500 people \$160/day	\$_____
	501-1000* people \$350/day	\$_____
Event Barricades (Bike Racks)	Drop off/Pick up - \$12 per 8' section	
	Drop off/Set up/Pick up - \$14 per 8' section	
	Total Racks requested _____ @ \$_____	Total: \$_____
Trash Cans	\$7.50 each/day	\$_____
Bleachers	10-row \$1,000/day	\$_____
	4-row \$500/day	\$_____
Security Deposit (\$500)		\$ 500
Permit Fee		\$ 50
Other _____		\$_____

Depending on park usage, some facilities may require additional shelter rentals.

Total Amount Owed to City of Hampton \$_____

Entire Agreement

This Agreement represents the entire agreement of the parties, rescinding and superseding all previously written agreements and all oral understandings between the parties.

IMPORTANT PERMIT INFORMATION

Please be advised that all components of the event are subject to Department of Parks & Recreation approval and may require approval by and/or permits from other City Departments/Agencies. The Department of Parks & Recreation approval does not constitute permission from other departments/agencies. It is the responsibility of the applicant to secure all necessary permits and/or licenses at least thirty (30) days prior to the event.

- Virginia Department of Health (Health Permits) (757) 727-2570
- Commission of Revenue (Business License, Tax Information, etc.) (757) 728-5026
- Virginia Department of Alcoholic Beverage Control (ABC License) (757) 825-7830
- Permit Office (Large Building or Tent Structures) (757) 728-2444
- Risk Management / Insurance (757) 727-6617
- Lieutenant/Deputy Fire Marshal – Lt. Ben Harris (757) 727-1210
- Police (On-Site Special Projects - Sgt. Brylewski) (757) 726-6982
- Police (Special Event) - Sgt. Gallishaw (757) 727-6640
- Banner / Mercury Overpass Information – Jenifer Wilkins (757) 726-2941

THE CITY OF HAMPTON, VIRGINIA ORGANIZER:_____

By: _____
Jim Wilson
Director of Parks and Recreation

By: _____
Name: _____
Title: _____

Please be sure to make a copy of this application for your records.